DO NOT USE ALL CAPS when completing this form. Use regular sentence punctuation.

COMMONWEALTH OF KENTUCKY TRANSPORTATION CABINET

TC 31-26E Rev. 07/2006

eMARS TRAVEL REIMBURSEMENT DETAIL

| Ag | ency | C35 | Do | cument Numb | er: | | | | | A | uthorizati | on: | |
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eMARS TRAVEL REIMBURSEMENT DETAIL CONTINUATION PAGE

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| | | DATE | EMPLOYEE ID | TRAVELER NAME | |
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| DATE | ITEM OF EXPENSE | (may include airfare, bus fare, subway, car rental, registration fees, etc.) | |
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| lo. Day | (Attach receipt for each item) | EXPLANATION | AMOUNT |
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| nstructions really by prepared in or subsistence | d Finance and Administration regulink. Show times as a.m. or p.m. \$ 8=breakfast. L≭kmch Dedinner | itation 200 KAR Chapter 2. The form must be typed or how vicinity travel on a separate line for each day. Let continuation pages if needed. Separate line for each day. | |
| | | Parlit metro-one | |
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| | SPECIA | AL TRANSPORTATION JUSTIFICATION PER 200 KAR 2:006, SECTION 5 (6) (a) | |
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SUBSISTENCE CHART

(Subsistence includes meals, taxes and tips) (Effective on and After July 1, 1999)

| If travel includes overnight lodging | 6:30 a.m. through | 11:00 a.m. through | 5:00 p.m. through |
|--|----------------------|-----------------------|--------------------------|
| For authorized travel in Kentucky and U.S. except "High- Rate" Areas listed by Secretary of Finance - you may claim | \$7 | \$8 | 5:00 р.т. \$15 |
| For authorized travel in "High-Rate" Areas listed by Secretary of Finance - you may claim | \$8 | \$9 | \$19 |

Subsistence cannot be claimed for meals included in registration fees.